UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State and County Offices

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Emergency Forestry On-Line System (EFOLS) Phase 2 Software Release

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Approved by: Acting Deputy Administrator, Farm Programs

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1   Overview

A Background

EFOLS, Phase 1 application software was released on July 17, 2006, and provided County Offices with the capabilities to:

- create the initial offer
- generate and print CRP-2F, page 1
- record that the offer has been submitted to a forester for initial site assessment
- commit and obligate funds for foresters.

EFOLS, Phase 2 application software that is described in this notice, is scheduled to be released on August 15, 2006, and will enable:

- entering forester-supplied information
- entering producer's choice of practices for offers
- calculating benefits index (BI) score
- submitting offers for ranking
- printing CRP-1L and 1L appendix
- printing CRP-2F, page 2
- generating producer notification letters (CRP-101's) for ineligible offers.

Disposal Date	Distribution
October 1, 2007	State Offices; State Offices relay to County Offices and NRCS Offices

1   Overview (Continued)

   A   Background (Continued)

   EFOLS, Phases 3 and 4 are planned for September 2006 release and will enable:

   • refining practice information based on conservation plans
   • entering practice components
   • approving contracts
   • creating requests for cost-share
   • submitting contract payment requests
   • generating management reports.

   Note: Policy and procedure for Phases 3 and 4 software releases will be described in future
         notices.

   B   Purpose

   This notice provides software instruction for the Emergency Forestry CRP (EFCRP)
   continuous signup.

   C   Contact

   The following table provides contacts if there are questions about this notice.

IF located in a…	THEN contact…
County Office	State Office.
State Office	Trina Brake, CEPD, by: • e-mail at **trina.brake@wdc.usda.gov** • telephone at 202-720-5783.

2   EFOLS, Phase 2 Software

   A   Software Functionality

      EFOLS, Phase 2 software will be used for the following:

- entering the forester-supplied information from the initial site assessment visit

- entering producer information about the practices that they intent to include in the offer

- calculating the BI score based on erosion, water quality, wildlife factor, and mitigation of loss

- submitting offers for ranking

- generating and printing CRP-1L's, CRP-1L Appendices, and CRP-2F's

- generating and printing CRP-101's for ineligible offers.

      Note: An updated User Guide can be accessed through EFOLS or CEPD Information Center Screen.

   B   Entering the Forester Information

      County Offices will enter forester data from CRP-2F's into EFOLS for all offers with "Submitted to Forester" status per Notice CRP-529, subparagraph 4 D. The forester will complete a 1-time site assessment for each tract offered for EFCRP. Tract data entered into EFOLS will **not** need to be re-entered if producers withdraw initial offers to submit new offers on tracts at a later time. Only offers in "Submitted to Forester" status may have forester information entered in EFOLS.

      The following table provides steps for entering forester information into EFOLS.

Step	Action
1	CLICK **"Forester Information"** on the left side navigation bar.
2	Find the offer using the built-in search tools on the Search Offer Screen. User can do either of the following: • CLICK **"Search"** to display all offers with "Submitted to Forester" status • ENTER program year, farm number, and/or tract number to further limit the search.
3	Locate the offer on the Offer Search Results Screen and CLICK **"Forester Information"** hyperlink.

2   EFOLS, Phase 2 Software (Continued)

B   Entering the Forester Information (Continued)

Step	Action
4	ENTER the following **required** information for each area of the tract identified by the forester: • area – number assigned to the land unit being assessed by the forester • stand – description of tree species in the field being assessed • private non-industrial forestland (PNIF) – CLICK **"yes"** or **"no"** (the forester will have indicated if the area is PNIF • merchantable – CLICK **"yes"** or **"no"** (the forester will have indicated if the area meets the commercial tree stand definition) • acres – number of acres in the area as determined by FSA. **Notes:** All acres on the offered tract must be identified by the forester and entered on the Forester Information Screen. **Only** areas where PNIF and merchantable are **"Yes"** will: • be eligible to be enrolled in EFCRP • require before and after value data.
5	On the 2nd Forester Information Screen, the user will be required to enter the following information for the entire tract: • erosion potential • water quality. **Note:** If the offer does **not** meet the 35 percent loss or does **not** contain any eligible acres, the offer status will automatically be updated to "Denied" and the following message will appear on the screen: "The offer does not meet EFCRP eligibility criteria. Print CRP-101, Notice of EFCRP Offer Denial."

2   EFOLS, Phase 2 Software (Continued)

C Entering the Practice Information

County Offices will record information about the practices that the producer wants to include on the offer. **Only** offers in the "Forester Data Entered" status may have the practices information entered in EFOLS.

The following table provides steps for entering practice information into EFOLS.

Step	Action
1	CLICK **"Practices Information"** on the left side navigation bar.
2	Find the offer using the built-in search tools on the Search Offer Screen. User can do either of the following: • CLICK **"Search"** to display all offers with "Forester Data Entered" status • ENTER program year, farm number, and/or tract number to further limit the search.
3	Locate the offer on the Offer Search Results Screen and CLICK **"Practices Info"** hyperlink.
4	ENTER the following **required** information for each practice: • practice code • area • practice acres • field number • practice length • density – the density of trees intended for the practice • wildlife – producer will indicate if they intend to manage wildlife openings within the established practice. **Note:** The area drop-down list selections will be limited to those areas entered on the Forester Information Screen where both PNIF and merchantable were entered as "Yes".
5	When practice information has been entered for all acres eligible to be enrolled in EFCRP, the screen will display a "Done" button. CLICK **"Done"** button to return to EFOLS Welcome Screen.

2   EFOLS, Phase 2 Software (Continued)

D   Calculating the Benefits Index Score

EFOLS software will automatically calculate the BI score for each offer when it is submitted for ranking. There are 4 BI factors for EFCRP. Each BI score will be displayed on the CRP-2F. The national BI includes the following 4 factors:

- erosion
- water quality
- wildlife (comprised of cover type and wildlife enhancement)
- mitigation of economic loss (comprised of percent loss and value loss per acre).

EFCRP BI and National Calculation Factors are fully described in 2-CRP, Exhibit 18.5.

E   Submitting the Offer for Ranking

Only EFCRP offers with "Practices Entered" status can be submitted for ranking.

The following table provides steps for entering submitting offers into EFOLS.

Step	Action
1	To submit the signed offer for ranking, CLICK **"Submit Offer"** on the left side navigation bar.
2	Find the offer using the built-in search tools on the Search Offer Screen. User can do either of the following: • CLICK **"Search"** to display all offers with "Practices Entered" status • ENTER program year, farm number, and/or tract number to further limit the search.
3	Locate the offer on the Offer Search Results Screen and CLICK **"Submit"** hyperlink.
4	CRP-1L, CRP-1L Appendix, and CRP-2F: • can be printed upon completion of the practice information • shall be signed and submitted at that time.
5	After the producer signs CRP-1L, item 13 and CRP-2F, item 22A, Service Centers **must** immediately enter the information on the Submit Offer Screen and CLICK **"Submit"** button to submit the offer for ranking.

2   EFOLS, Phase 2 Software (Continued)

E   Submitting the Offer for Ranking (Continued)

Step	Action
6	If a producer wants to make a change to the offer after it has been submitted for ranking, the offer **must** be unsubmitted in EFOLS to permit edits. To unsubmit the offer, CLICK **"UnSubmit Offer"** located on the left side navigation bar.
7	Find the offer using the built-in search tools on the Search Offer Screen. User can do either of the following: • CLICK **"Search"** to display all offers with "Submitted for Ranking" status • ENTER program year, farm number, and/or tract number to further limit the search.
8	Locate the offer on the Offer Search Results Screen and CLICK **"UnSubmit"** hyperlink.

F   Printing Forms

CRP-1L's, CRP-1L Appendices, and CRP-2F's will be generated in the EFOLS application software and can be printed:

• from the Submit Offer Screen before signing CRP-1L's, CRP-1L Appendices, or CRP-2F's

• when offers are signed and submitted for ranking

• from EFOLS Welcome Screen.

The following table provides steps for printing CRP-1L's, CRP-1L Appendices, and CRP-2F's from EFOLS Welcome Screen.

Step	Action
1	CLICK **"Print Forms"** located on the left side navigation bar.
2	Find CRP-1L's, CRP-1L Appendices, and CRP-2F's to be printed using the built-in search tools on the Offer Search Results Screen. CLICK **"Search"**; all offers in "Submitted for Ranking" status will be displayed on the Offer Search Results Screen.
3	Locate the offer and CLICK **"CRP-1L"**, **"1L-Appendix"**, or **"CRP-2F"** hyperlink.

2   EFOLS, Phase 2 Software (Continued)

G Generating CRP-101's

CRP-101's will be generated and printed from the EFOLS application software. CRP-101's are available in the Phase 2 software release. **Only** offers with "Denied" status may generate CRP-101's.

The following table provides steps for generating and printing CRP-101's from EFOLS Welcome Screen.

Step	Action
1	To generate CRP-101's, CLICK **"Generate Letters"** located on the left side navigation bar.
2	Find offers using the built-in search tools on the Search Offer Screen. User can do either of the following: • CLICK **"Search"** to display all offers with "Offer Denied" status • ENTER program year, farm number, and/or tract number to further limit the search.
3	Locate offers on the Offer Search Results Screen and CLICK **"CRP-101"** hyperlink. **Note:** EFOLS will generate 2 copies of CRP-101's. One copy shall be provided to each producer on the contract and the other shall be retained in the FSA records.

3   Action

A County Office Action

County Offices shall follow the provisions of this notice for EFCRP continuous signup.

B State Office Action

State Offices shall ensure that County Offices follow the instructions in this notice.